

Report Date: 01 May 2014

**Summary Report for Individual Task
805C-LF5-1205
Accept Domestic Mail Requiring Special Services
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are assigned as a Postal Finance Clerk in a Military Post Office. You are required to protect the mail, prevent mismanagement of funds, and assist a customer requesting to send an article of domestic mail requiring special services with access to the following: 1. An article to be mailed. 2. Department of Defense (DoD) 4525.6-M Postal Manual. 3. Domestic Mail Manual (DMM). 4. United States Postal Service (USPS) Official Zone Chart. 5. USPS Label 11B (Express Mail Post Office to Addressee Service). 6. USPS Label 86 (Express Mail Military Service). 7. USPS Label 107 (Priority Mail Sticker). 8. USPS Form 3817 (Certificate of mailing). 9. USPS Form 3811 (Domestic Return Receipt). 10. USPS Form 3800 (Receipt for Certified Mail). 11. USPS Form 3813 (Receipt for Domestic Insured Parcel). 12. USPS Form 3813-P (Receipt for Domestic/International Insured Parcel). 13. USPS Notice 123 (Rate Fold). 14. Rubber Stamps - First Class, Priority, Pal Stamps, and SAM. 15. Postage Meter Machine, a scale, and a stamp stock or a Point of Sale System (POS) and a stamp stock. This task should not be trained in MOPP 4.

Standard: Accept and process domestic mail by using the correct forms, accessing the correct amount of fees, determining if mail is mailable, determining special services available, and verifying the customer is authorized to use the Military Post Office (MPO) without error.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: Receive a letter or parcel for mailing at the domestic mail rate of postage, and provide the customer with the desired special service.

DANGER

None

WARNING

None

CAUTION

None

Remarks: All required references, forms and technical manuals will be provided by the local Command.

Notes: None

Performance Steps

1. Verify that the customer is an authorized user of the Military Post Office (MPO).

- a. Check customer's military identification card.
- b. Check customer's military dependent identification card.
- c. Check customer's DoD civilian contractor identification card.
- d. Check customer's military retiree identification card.

Note: Clerk must be familiar with the section of the local Status of Forces Agreement (SOFA) that pertains to the mail privileges for retired military personnel.

2. Determine if the article is mailable.

a. Contents.

(1) Ensure the customer completes custom forms PS Form 2976 or PS Form 2976-A for mail addressed to Army Post Office (APO), Military Post Office (MPO) or Fleet Post Office (FPO) weighing over 16 ounces.

(2) Review the customer's customs form for the list of contents and check the list against the Domestic Mail Manual, DoD Postal Manual 4525.6M, and USPS Publication 52 for mailability.

- (a) Verify that the customer has signed the customs form.
- (b) Verify that the customer has dated the customs form.
- (c) Verify that the customer has checked one of the following blocks: Gift, Merchandise, or Fragile.
- (d) Insert Copies 1 thru 4 into PS Form-E, Customs Envelope and affix to parcel.
- (e) Detach and maintain Copy 5 in MPO records for 30 days.
- (f) Detach and give to the customer Copy 6.

b. Size and weight.

(1) Express Mail.

- (a) Maximum weight of 70 pounds.
- (b) Maximum length and girth of 108 inches.

(2) First Class Mail.

- (a) Weighs 13 ounces or less.
- (b) Minimum of 3 1/2 x by 5 inches and a maximum of 6 1/8 x 11 1/2 inches.

(3) Priority Mail.

- (a) Articles weighing over 13 ounces and a maximum of 70 pounds.

(b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 108 inches.

(4) Parcel Post Mail.

(a) Maximum weight of 70 pounds.

(b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 130 inches.

(c) Articles with a length and girth combined greater than 108 inches are considered oversized.

(5) Media Mail.

(a) Maximum weight of 70 pounds.

(b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 108 inches.

(6) Library Mail.

(a) Maximum weight of 70 pounds.

(b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 108 inches.

(7) Parcel Air Lift (PAL) Mail.

(a) Maximum weight of 30 pounds.

(b) Minimum length and girth combined of 3 1/2 x 5 inches, and a maximum length and girth of 60 inches.

c. Containers for wrapping and packaging are as follows:

(1) Cardboard boxes may be used for easy and average loads up to 10 pounds.

(2) Metal-stayed cardboard boxes may be used for easy and average loads up to 20 pounds.

(3) Solid and corrugated fiberboard boxes may be used according to specifications on the chart in C010.3.3 of the Domestic Mail Manual.

(4) Constructed wood, metal, or plastic boxes may be used for all types of loads.

(5) Containers must provide sufficient space and cushioning material for items.

(6) Used containers are acceptable provided all labels have been removed from the box.

d. Proper addressing.

(1) Envelopes must have a return address and a to address in order for the item to be accepted for mailing. Return address must be in the upper left hand corner of the envelope and must contain the mailers grade; full name; including first name and middle name or initial; unit number; and APO AA, APO AE, or APO AP (depending on the location of the unit).

(2) To address must be centered on the lower right hand side of the article. It must include the person's name, post office box number or street address, and the city, state, and zip code.

3. Determine the special services available for the customer's article to be mailed.

a. Certified Mail.

(1) Only available for First Class and Priority Mail.

(2) Window clerk will complete the customer receipt portion of PS Form 3800, Receipt for Certified Mail, by inserting the following information:

(a) City, State, and Zip Code where article is to be mailed.

(b) Amount of postage received to mail the article.

(c) Certified mailing fee.

(d) Restricted delivery fee, if option is chosen by the customer and the article qualifies for the service.

(e) Return Receipt for Domestic Mail fee, if option is chosen by the customer.

(f) Date the Receipt with the All Purpose Date Stamp (APDS).

(3) Clerk will place the article number portion of the Receipt for Certified mail centered to the right of the return address and above the mailing address.

b. Registered Mail.

(1) Available for First Class and Priority Mail Only.

(2) Customer must complete the To and From sections on PS Form 3806 (Receipt for Registered Mail).

(3) The window clerk must complete the top portion of PS Form 3806, and insert the following information:

(a) The amount of postage required to mail the article.

(b) The Registered Mail fee is based on whether the article is being sent with or without insurance. If the article is being sent with insurance, the fee is based on the declared value of the article.

(c) Restricted delivery fee, if option is chosen by the customer, and the article qualifies for the service.

(d) Return Receipt for Domestic Mail fee, if option is chosen by the customer.

(e) Special Handling fee, if the article requires this service.

(f) Clerk uses the article number on USPS Label 200 to accept the article.

(g) Clerk may refuse to accept article if a satisfactory declaration of value is not provided.

(h) Check the without insurance block for articles that have no dollar value.

(i) Date PS Form 3806 using the APDS on the original and duplicate copies.

(4) Clerk will place the USPS Label 200 centered to the right of the return address and above the mailing address.

c. Insured Over \$200.

(1) Available for First Class, Priority, Parcel Post, PAL, Media, and Library Mail.

(2) Clerk will complete PS Form 3813-P, Insured Mail Receipt, Domestic Only, for articles that have a declared value of \$200.01 up \$5,000.00, and will insert the following information:

(a) City, State, and Zip Code where the article is to be mailed.

(b) The amount of postage required to mail the article.

(c) The insurance fee for numbered insured mail; fee is based on the declared value of the article.

(d) The return receipt fee, if this service is chosen by the customer.

(e) The declared value of the article.

(f) The restricted delivery fee, if this service is chosen by the customer.

(g) The total amount of money that the customer must pay for postage and fees for the article.

(h) Date the form using the APDS.

(3) Clerk will place the article number portion of the Receipt for Insured Domestic and International Mail centered to the right of the return address, and above the mailing address.

d. \$200.00 and Under Insured.

(1) Available for First Class, Priority, Parcel Post, PAL, Media, and Library Mail.

(2) Clerk will complete PS Form 3813, Receipt for Insured Mail Receipt, Domestic Only, for articles that have a declared value of \$00.01 up \$200.00, and will insert the following information:

(a) City, State, and Zip Code where the article is being mailed on the front of the form.

(b) Name and complete destination address on the reverse side of the form.

(c) The amount of postage required to mail the article.

(d) The insurance fee for unnumbered insured mail.

(e) The declared value of the article.

(f) The total amount the customer must pay for postage and fees required for the article.

(g) Date the form using the APDS.

(h) Check the box that corresponds to the contents of the package: Fragile, Gift, or Merchandise.

(i) Date the form using the APDS.

(3) Return Receipts for Domestic Mail, Special Handling, and Restricted Delivery are not available for unnumbered insured mail.

(4) Window Clerk will place the elliptical stamp endorsement centered to the right of the return address and above the mailing address.

e. Return Receipt for Domestic Mail.

(1) PS Form 3811, Return Receipt for Domestic Mail is available for Express Mail. It can also be used in conjunction with Certified, Numbered Insured, and Registered Mail special services.

(2) The customer must complete the "from" address on the reverse side of the form, and the "to" address on the front of the form.

(3) The window clerk must insert the article number on the return receipt and then check the block that corresponds to the special service that is being used.

(4) The window clerk will attach the return receipt to the article on either the front or reverse of the article, depending on the space available for attachment.

(5) The window clerk will endorse the article Return Receipt Requested centered to the right of the return address and above the mailing address.

f. Return Receipt After Mailing.

(1) PS Form 3811-A (Return Receipt for Domestic Mail After Mailing), is available for Express Mail, and it can be used in conjunction with Certified, Numbered Insured, and Registered Mail special services.

(2) Customers have 90 days after mailing Express Mail to request a delivery record.

(3) Customers have two years to request a delivery record for Certified, Numbered Insured, and Registered Mail.

(4) For articles mailed to APO/FPO, Puerto Rico, Virgin Islands, or any other U.S. Territories or possessions, PS Form 3811-A should be forwarded to the office of delivery.

(5) For articles addressed to any continental U.S. domestic address, PS Form 3811-A can be sent to any post office.

g. Certificate of Mailing.

(1) Available for First Class, Priority, Parcel Post, PAL, Media, and Library Mail.

(2) Customer must complete the "to" and "from" section of PS Form 3817.

(3) The window clerk will attach the appropriate postage stamps or postage meter tape to cover the cost of the certificate of mailing fee.

h. Special Handling.

(1) Available for First Class and Priority Mail.

(2) Articles requested for special handling in the Parcel Post class of mail must be sent as Parcel Airlift Mail (PAL).

(3) Special Handling provides special treatment of mail when it is being transported to its address of delivery.

i. Restricted Delivery.

(1) Available in conjunction with one of the following special services: Certified, Numbered Insured, or Registered Mail.

(2) Article must be addressed to a person by name, and not to an organization.

4. Process an article of mail (letter or parcel) using manual methods.

a. Measure and weigh the accepted article of mail to ensure that it meets size and weight standards for domestic mail.

b. Identify the appropriate zone for article of mail using the USPS Zone chart.

c. Compute the correct postage for the accepted article of mail using USPS Notice 123.

(1) Articles being sent Priority Mail and/or Parcel Post Mail, weighing less than 15 pounds and having a length and girth combined over 84 inches must be charged the 15 pound rate of postage.

(2) Articles being sent Parcel Post Mail and exceeding a length of 34 inches, a height of 17 inches, or a width of 17 inches; a mailing box made of wood; books weighing more than 25 pounds; or a tube, must be charged an additional mailing surcharge.

(3) All articles, regardless of weight and customer's instructions, which have a length and girth combined greater than 108 inches, but not exceeding a length and girth combined of 130 inches, must be sent Parcel Post Mail and charged the oversized rate of postage.

d. Verify that the requested special service is available to the class of mail.

(1) Complete the appropriate form for the selected special service.

(2) Place the special service article label or endorsement on the letter or parcel.

(3) Add the special service fee to the postage and compute the total owed for both the postage and fee(s).

e. Cancel the postage stamps on the package using the appropriate cancelling device.

5. Process an article of mail using an Point of Sale (POS).

a. Measure and weigh package to ensure that package meets size and weight standards for domestic mail.

b. Press the class of mail key that corresponds to the customer's mailing instructions.

(1) Express Mail.

(2) First Class Mail.

(3) Priority Mail.

(4) Parcel Post Mail.

(5) Media Mail.

(6) Library Mail.

c. Input the destination zip code for the article, and the POS will select the correct zone.

d. After entering the destination zip code, the POS will automatically calculate the postage.

(1) Articles being sent Priority Mail and/or Parcel Post Mail, weighing less than 15 pounds and having a length and girth combined over 84 inches must be charged the 15 pound rate of postage. You charge the 15 pound rate by pressing the oversize surcharge key and selecting option number 2.

(2) Articles being sent Parcel Post Mail and exceeding a length of 34 inches, a height of 17 inches, or a width of 17 inches; a mailing box made of wood; books weighing more than 25 pounds; or a tube, must be charged an additional non-machinable mailing surcharge. You charge the non-machinable surcharge by pressing the oversize surcharge key and selecting option number 4.

(3) All articles, regardless of weight and customer's instructions, which have a length and girth combined greater than 108 inches, but not exceeding a length and girth, combined of 130 inches, must be sent Parcel Post Mail and charged the oversized rate of postage. To charge the oversize rate of postage by pressing the oversize surcharge key and selecting option number 3.

e. Verify that the requested special service is available for the class of mail.

(1) Complete the appropriate form for the selected special service.

(2) To add the special service fee to the postage, select the corresponding key on the POS keyboard.

(a) When certified mail is selected, the POS will automatically add the correct fee to the postage.

(b) When Insured mail is selected, the POS will display the insured mail screen and ask for the actual value of the article.

(c) When registered mail is selected, the POS will display the insured mail screen and ask for the actual value of the article.

(3) Place the special service article label or endorsement on the letter or parcel.

f. Affix the correct postage on the article for mailing.

(1) Postage Stamps.

(a) Customers can purchase individual postage stamps for the mailing fee.

(b) Affix the postage stamps in the upper right hand corner of the address side of the article and cancel them with the hand canceling rubber stamp.

(2) Postage Validation Imprinter (PVI) Postage Meter Tape.

(a) Print a PVI postage meter tape by pressing the PO/METER key. The imprinter will automatically print the correct postage meter tape.

(b) Affix the PVI postage meter tape in the upper right hand corner of the address side of the article.

(c) PVI postage meter tapes are not required to be canceled.

(3) Postage Meter Machine Postage Meter Tape.

(a) Print a Postage Meter Machine postage meter tape by adjusting the dollar amount levers on the postage meter head to the correct postage and press the print lever on the postage meter base.

(b) Affix the Postage Meter Machine postage meter tape in the upper right hand corner of the address side of the article.

(c) Postage Meter Machine postage meter tapes are not required to be cancelled.

6. Endorse the accepted article of mail using the correct class rubber stamp(s) or label(s).

a. Express Mail.

(1) Customer must fill out Label 11-B, Express Mail Post Office to Addressee Service mail label. The clerk enters the amount of postage required in the postage block and adds it to other fees in the total block of the label. The clerk places the label on the article and gives the customer the second copy of the 11-B and forwards the third copy to the appropriate Express Mail Data Collection Office.

(2) Clerk also places Label 86 - Military Express Mail Service on the article.

b. First Class Mail. Endorsement must be centered to the right of the return address and above the mailing address.

c. Priority Mail.

(1) Endorsement must be centered to the right of the return address and above the mailing address.

(2) Clerk can stamp the endorsement for Priority Mail using the hand stamp or he/she can use Label 107, Priority Mail sticker.

d. Parcel Post Mail. Endorsement must be centered to the right of the return address and above the mailing address.

e. Media Mail. Endorsement must be centered to the right of the return address and above the mailing address.

f. Library Mail. Endorsement must be centered to the right of the return address and above the mailing address.

7. Collect the correct amount of money required for postage from the customer.

a. If necessary, give the customer correct amount of change.

b. Give the customer a receipt for the transaction.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score a GO if the Soldier passes (P) all applicable performance measures. Score a NO GO if the Soldier fails (F) any performance measure. Show the Soldier what was done wrong on any failed performance measure and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to accept domestic mail requiring special services.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified that the customer is an authorized user of the Military Post Office (MPO).			
2. Determined if article received from customer is mailable.			
3. Determined the special services available for the customer's article.			
4. Processed an article of mail using manual methods.			
5. Processed an article of mail using a Point of Sale (POS).			
6. Endorsed the article of mail using the correct class rubber stamp(s) or label(s).			
7. Collected the correct amount of money required for postage from the customer.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DMM	Domestic Mail Manual	Yes	No
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DMM	Domestic Mail Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	POM	Postal Operations Manual	Yes	No
3.	DMM	Domestic Mail Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	POM	Postal Operations Manual	Yes	No
3.	USPS FORM 3800	Receipt for Certified Mail	Yes	No
3.	USPS FORM 3811	Domestic Return Receipt	Yes	No
3.	USPS FORM 3813	Receipt for Domestic Insured Parcel	Yes	No
3.	USPS FORM 3813-P	Receipt for Insured Mail Domestic International	Yes	No
3.	USPS FORM 3817	Certificate of Mailing	Yes	No
3.	USPS LAB107	Priority Mail Sticker	Yes	No
3.	USPS LAB11B	Express Mail Post Office to Addressee Service	Yes	No
3.	USPS LAB86	Express Mail--Military Service	Yes	No
4.	DMM	Domestic Mail Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	POM	Postal Operations Manual	Yes	No
4.	USPS NOT123	Ratefold	Yes	No
4.	USPS OFFICIAL ZONE CHART	USPS Official Zone Chart	Yes	No
5.	DMM	Domestic Mail Manual	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	POM	Postal Operations Manual	Yes	No
6.	DMM	Domestic Mail Manual	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	POM	Postal Operations Manual	Yes	No
6.	USPS FORM 3800	Receipt for Certified Mail	Yes	No
6.	USPS FORM 3811	Domestic Return Receipt	Yes	No
6.	USPS FORM 3813	Receipt for Domestic Insured Parcel	Yes	No
6.	USPS FORM 3813-P	Receipt for Insured Mail Domestic International	Yes	No
6.	USPS FORM 3817	Certificate of Mailing	Yes	No
6.	USPS LAB107	Priority Mail Sticker	Yes	No
6.	USPS LAB11B	Express Mail Post Office to Addressee Service	Yes	No
6.	USPS LAB86	Express Mail--Military Service	Yes	No
7.	DMM	Domestic Mail Manual	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	POM	Postal Operations Manual	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1240	Maintain Postal Supplies	805C - Adjutant General (Individual)	Approved
805C-LF5-1201	Accept Domestic Mail	805C - Adjutant General (Individual)	Approved
805C-LF5-1212	Maintain Stamp Stock	805C - Adjutant General (Individual)	Approved
805C-LF5-1217	Conduct Audit of Stamp Stock	805C - Adjutant General (Individual)	Approved
805C-LF5-1219	Operate a Postage Meter Machine	805C - Adjutant General (Individual)	Approved
805C-LF5-1555	Provide Postal Security	805C - Adjutant General (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1201	Accept Domestic Mail	805C - Adjutant General (Individual)	Approved
805C-LF5-1212	Maintain Stamp Stock	805C - Adjutant General (Individual)	Approved
805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Approved
805C-LF5-1217	Conduct Audit of Stamp Stock	805C - Adjutant General (Individual)	Approved
805C-LF5-1219	Operate a Postage Meter Machine	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1201(Step: 3.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Approved
805C-LF5-1548(Step: 7.)	Operate an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1548(Step: 6.)	Operate an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1201(Step: 3.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Reviewed
805C-LF4-3549(Step: 5.)	Spot Check the Maintenance of/Program an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1201(Step: 4.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Reviewed
805C-LF4-3549(Step: 9.)	Spot Check the Maintenance of/Program an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3549(Step: 10.)	Spot Check the Maintenance of/Program an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1548(Step: 8.)	Operate an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1201(Step: 5.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Reviewed
805C-LF5-1548(Step: 10.)	Operate an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1201(Step: 4.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Approved
805C-LF4-3549(Step: 15.)	Spot Check the Maintenance of/Program an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete

805C-LF5-1201(Step: 1.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Reviewed
805C-LF5-1218(Step: 1.)	Process Mail	805C - Adjutant General (Individual)	Approved
805C-LF5-1201(Step: 5.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Approved
805C-LF5-1218(Step: 1.)	Process Mail	805C - Adjutant General (Individual)	Reviewed
805C-LF5-1201(Step: 6.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Reviewed
805C-LF4-3549(Step: 14.)	Spot Check the Maintenance of/Program an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1201(Step: 2.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Approved
805C-LF5-1201(Step: 1.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Approved
805C-LF5-1201(Step: 2.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Reviewed
805C-LF5-1201(Step: 6.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Approved
805C-LF4-3549(Step: 6.)	Spot Check the Maintenance of/Program an Integrated Retail Terminal	805C - Adjutant General (Individual)	Obsolete

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
ASI F5 - Postal Operations	Any	Duty Pos: UJU